



Handyman (Part-time)

The Kwikwetlem First Nation (KFN) are proud hə́n q̓ əmíḥ əm̓ -speaking (downriver Halkomelem) Coast Salish people, who descend from a tradition of elders who were renowned as spirit and winter dancers, skilled canoe builders, and master sturgeon and salmon fishers. As we look to the future, we seek to care for our community and our traditional lands in culturally meaningful ways. The Band Office is located on Colony Farm Road in Coquitlam, BC.

The Housing Department is looking for a part-time handyman, jack of all trades, to assist with the day-to-day tasks and fixes that arise regarding the land, housing and buildings of the KFN. The Handyman would work under the direction of the Housing Manager and below is a list of some of the tasks to be performed:

Duties & Responsibilities

- Responsible for general handyman, general repair and maintenance work;
- Knowledge and ability to install and repair drywall, painting, carpentry, T-bar ceilings, tiling, basic knowledge of electrical work and plumbing for the residences and buildings of the KFN
- Attend to day to day service calls
- Ability to deal with members and staff in a positive, courteous and respectful manner
- Ability to source material and parts for jobs
- Good communication skills both written and oral
- Ability to work independently as well as working as part of a team
- Other related duties that may arise from time to time

Knowledge, Skills & Abilities

- High school diploma or equivalent
- 3 - 5 years of experience in construction / maintenance, or a suitable amount of a combination of experience and knowledge in this workforce
- Excellent time management skills; diligent and completes work in a timely manner
- Experience with plumbing and electrical systems required
- Basic computer skills with the ability to use an online payroll system to enter hours worked;

- Honest and trustworthy
- First Nations knowledge and cultural awareness, a definite asset
- Demonstrates flexibility and sound work ethics
- Excellent ability with common hand and power tools
- Familiarity with residential homes; layouts and infrastructures
- Must be able to maintain buildings and facilities and to operate required equipment and tools in a safe and responsible manner
- Willingness to uphold company standards for safety, member service and efficiency
- Must have a valid driver's license to run work errands that relate to the jobs as required

This position is a part-time role, and the KFN will pay a competitive hourly rate based on experience.

If this sounds like a position that matches your skills and experience, then please provide us with your cover letter and resume to diana@kwikwetlem.com.